

## Teamwork contract

*rubric={reasoning:2, writing:2}*

The first thing you should create (other than the repo) is a teamwork contract. This document will govern your working relationship and if done correctly, should help you manage and resolve any issues that arise.

A teamwork contract communicates specifically how the core group of people will be working together and gives more detail about the logistics of working together and the expectations you have for each other. Some aspects of the team work contract could be:

- How will work be distributed in a fair and equitable way?
- What are the expected work hours for the project? (Not only how many hours, but when do you expect code to be uploaded?)
- How often will group meetings occur?
- Will you have meeting agendas and minutes? If so, who keeps track of them? Where are they stored?
- What will be the style of working? Do you schedule hackathons, or do you set deadlines that teammates need to meet?
- Will you use daily "stand-ups", or submit written summaries of your contributions, or something else?
- What is the quality of work each team member expects from themselves and each other?
- When are team members not available (e.g., evenings and Sundays because of family obligations).
- Who will be scrum leader each week? The scrum leader is responsible for making sure everyone contributes to their week's deliverable, and makes sure work is distributed equally.
- Is there any behaviour you wish to highlight as being expected or unacceptable (i.e., what is the code of conduct for the group?)
- How do you do code review? Do you pair up, and always review the same person's code, or do you rotate weekly?
- And any other similar things that govern your working relationships.

Furthermore, each member of the team needs to do a self-reflection and rank their skills (out of 5) for each of the following:

- Communicative - communication is all about knowing what is expected for each sprint, and making sure that the team is progressing towards those goals
- Analytical - analysts take a larger view of the project, and plan around future needs of the team
- Creative - creators have lots of great ideas that can produce inspiration about where a project needs to go

- Synergistic - Synergists can put together the different parts of a project to make something more than its parts. They work with people with other styles to create a cohesive whole. After analyzing your skillset, please discuss it with your teammates, and use this information to inform your project. Include the self reflection in the repo.

Use this opportunity to apply your prior knowledge/experience to improve your teamwork, communication, leadership, and organizational skills. For this and all other written work in this course, do pay attention to the basic mechanics of writing, including spelling and grammar (everyone in the team should read over all the documents looking for such errors). Keep in mind that some teams have members with leadership experience - take advantage of it!

# Teamwork Contract

**Project Title:** Misinformation Detection Corpus

**Date:** February 2025

**Team Members:** Daoming Liu, David Kang, Jacob Nadal, Nicole Lopez

## 1. Work Distribution

- **Task Assignment:** Tasks will be allocated based on individual skill sets and interests, ensuring everyone is equally engaged in coding, documentation, and analysis.
- **Tracking Method:** All task assignments will be documented in a shared Google Docs file (or GitHub Projects Kanban board), which will be updated during and after each weekly meeting.
- **Equity & Concerns:** Any team member who feels workload distribution is unfair should raise the issue during the weekly meeting, where the team will address and re-assign tasks if necessary.

## 2. Work Hours & Code Submission

- **Weekly Time Commitment:** Each team member is expected to contribute at least 4 hours per week to the project. Primary collaborative work time will be the Wednesday lab session from 2:00 PM to 6:00 PM.
- **Submission Deadline:** All new code or significant changes must be pushed to the GitHub repository by **Friday at 8:00 PM** each week, prior to the scheduled review.
- **Commit Messages & Naming Conventions:** Each commit should include a concise message describing the change (e.g., "Fix dataset preprocessing function") and follow agreed naming conventions for branches (e.g., feature/, bugfix/, etc.).

## 3. Group Meetings

- **Schedule:** A standing meeting will take place every Wednesday at 2:00 PM (during the lab session).
- **Attendance:** If a member cannot attend, they must inform the group via iMessage at least 24 hours in advance and review meeting notes afterward.
- **Agendas & Minutes:**
  - The weekly Scrum Leader prepares the agenda using a simple template (e.g., "Last Week's Accomplishments," "Current Issues," "Next Steps," "Additional Notes").
  - Meeting minutes will be recorded in a shared Google Docs folder titled "Team Meetings." The Scrum Leader is responsible for ensuring they are posted immediately after each meeting.

## 4. Working Style & Progress Tracking

- **Scrum Methodology:** The team will follow a lightweight Scrum approach with weekly sprints. At the start of each sprint (Sunday night or Monday), goals and major tasks are identified and assigned by the Scrum leader.
- **Progress Updates:**
  - **Daily Check-ins:** Brief updates will be posted in the iMessage group about any progress or blockers.
  - **Mid-Week Review:** A quick text check-in on Fridays to ensure tasks are on track and to address any emerging roadblocks before the weekend.
  - **Early-Week Check-in (Sunday Night or Monday):** A brief check-in will occur on Sunday night or Monday morning to assign tasks and clarify goals for the week. This helps ensure everyone is aligned and ready to work without waiting until mid-week.
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- **Deadlines:** Major deadlines for deliverables or milestones will be set at the beginning of each sprint and confirmed at the weekly meeting.

## 5. Availability & Absences

- **Regular Unavailability:** Members are generally **unavailable on Sundays** for rest and personal obligations.
- **Extended Absences:** If a team member anticipates being unavailable for more than one day (e.g., travel, family events), they should provide at least 48 hours' notice in the iMessage group. Tasks may be reassigned or deferred as needed.
- **Emergency Situations:** In the event of an unforeseen emergency, the absent member should communicate the situation as soon as possible so the team can adapt.

## 6. Leadership

- **Scrum Leader Rotation:** Each week, a different team member will act as Scrum Leader. Responsibilities include:
  - Creating and sharing meeting agendas
  - Facilitating discussions
  - Ensuring tasks are distributed fairly and deadlines are met
  - Uploading or confirming meeting notes afterward
- **Transition:** At the end of the weekly meeting, the Scrum Leader role will formally pass to the next person for the following week.

## 7. Code Review & Quality Expectations

- **Review Process:**

- All new code must go through a GitHub Pull Request reviewed by at least one other team member before merging into the main branch.
  - Write inline comments and maintain up-to-date docstrings for complex functions or modules.
  - Follow a consistent style guide (e.g., PEP 8 for Python) and include unit tests for key functionalities.
- **Documentation:** Significant features or analyses should be documented in Markdown files (e.g., README.md or docs/ folder) to explain usage and dependencies.

## 8. Communication & Conflict Resolution

- **Primary Communication Channel:** The team will use the iMessage group for daily updates and quick discussions.
- **Escalation Process:**
  - If conflicts arise, address them during the weekly meeting or a dedicated call if urgent.
  - If the issue remains unresolved, consult a neutral third-party (e.g., course TA, prof) for mediation.
- **Professionalism:** Team members commit to respectful communication, active listening, and constructive feedback at all times.

## 9. Code of Conduct

- **Expected Behavior:** Respect one another's time and opinions, offer constructive feedback, and stay engaged with the project.
- **Unacceptable Behavior:** Being dismissive of others' ideas, repeatedly missing deadlines without prior communication, or failing to participate in reviews or discussions.

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## Self-Reflection & Skill Assessment

Each team member ranks themselves (1-5) in the following categories:

Name	Communicative	Analytical	Creative	Synergistic
Daoming Liu	3	4	3	4
David Kang	4	3	4	3
Jacob Nadal	3	4	4	4

Nicole                      5                      2                      3                      4  
Lopez

- Each member will provide a brief reflection on their strengths, weaknesses, and how they plan to contribute to the team.

**Daoming:** I rate myself a 3 for both communication and creativity and a 4 for analytical and synergistic skills. I will contribute to the team with my attention to detail and analytical skills to ensure that the final deliverables meet expectations. In my past group projects, I was usually not the first person to propose a new idea or ask for help, which is why I rated my communication and creativity a 3. I aim to improve in these two areas during this group project and participate more actively and dynamically throughout the sprints.

**David:** I'm a strong communicator in both personal and professional environments. I'll be carrying over that ability throughout this project. I'm fairly analytical and detail oriented and I'm also synergistic, capable of working with others effectively and efficiently. I am a creative problem solver, tackling every issue in a unique way.

**Jacob:** I rate myself at 3 for communication, and 4 for analytical, creative, and synergistic skills. I plan to use my analytical thinking to structure our work effectively, my creativity to spark fresh ideas, and my synergy to unify the team's efforts and keep our project cohesive.

**Nicole:** Reflecting on previous projects, my biggest contributions to a team have been my ability to build relationships and optimize work to each member's strengths, ensuring everyone is happy and feels like they're contributing meaningfully (and in a way that ultimately moves us forward in the completion of a goal). This is why I rated communication and synergy higher relative to the other two skills. I wouldn't say I'm not analytical, but I think relative to the other skills, I am less so, and it is definitely not the skill I wish to be most reliable for in a project, as I think other people are usually more analytical. Similarly with creativeness, I can be creative, but usually prefer to make space for more creative people in the team to shine.

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## Final Agreement

By signing below, each team member agrees to adhere to the guidelines outlined in this contract and to collaborate in good faith for the success of the project.

Name	Signature	Date
Daoming Liu	DAOMING LIU	02/14/25

David Kang	DAVID KANG	02/14/25
Jacob Nadal	JACOB NADAL	02/14/25
Nicole Lopez	NICOLE LOPEZ	02/14/25

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